

# JESSICA SCOTT

Administrative enthusiast

Brunswick, GA

[REDACTED]

[REDACTED]

I have extensive experience in administrative work. I actually love to file, copy, order office supplies, and anything else that comes with an administrative assistant position. I have at one time, been responsible for sending out contracts for Nissan, Infiniti, Mitsubishi, and our used car department and did it all with enthusiasm and ease. I work best under pressure and I'm also a very quick learner.

Authorized to work in the US for any employer



## WORK EXPERIENCE

### Billing Clerk/Administrative Assistant

**Mcdonough Nissan** - McDonough, GA

March 2018 to Present

I audit and bill out car deals, I work in the Reynolds and Reynolds accounting software, I am the backup HR clerk (payroll), I also complete general office administrative tasks, as well. I cancel all warranty and GAP contracts as requested by customers and lien holders and remit refund checks to the appropriate parties. I am in the process of learning how to do tag and title work. I work closely with management. I send out all contracts to get funded and balance various schedules. I also stock in our new cars. I send out all of our fed ex packages and have been learning how to do the deposit, dealer trades, and stocking in used cars.

### Billing Clerk/Administrative Assistant

**Legacy Automotive** - McDonough, GA

April 2016 to March 2018

I audit all car deals to make sure all paperwork is present, send out contracts, process sales commissions, process incentives, balance schedules, RDR vehicles sold, stock in vehicles, process dealer trades, i work closely with sales and finance, proficient in ADP/CDK.

### Administrative assistant

**USA guns and gear** - Covington, GA

April 2014 to December 2015

#### Responsibilities

I was responsible for running this entire business. I listed all gun parts on ebay and our store website. This responsibility included photographing each item, creating search engine optimized titles and descriptions, uploading all info onto ebay store. I was also responsible for all IT support, extensive and AWESOME customer service, and inventory control. I was also my employer's personal assistant. I did extensive social media marketing and researched pricing and guns in order to be well informed to sell parts. I cleaned gun parts and kept them oiled. My expertise in this field was with revolvers. It was mandatory for me to stay informed about the frames and models of smith & wesson revolvers. I also assembled cylinders, triggers, hammers, and stock grips. I was also responsible for all email correspondence and assembling and sending out marketing emails and assembling client lists and email lists.

#### Skills Used

Organizational skills, social media marketing knowledge, SEO, knowledge of computers and wireless devices to keep everything up and running, multitasking, detail oriented

#### **Field project manager**

**Sisavath remodeling** - Griffin, GA

September 2011 to April 2014

##### Responsibilities

Followed up with remodeling accounts, supervised work crews and made appointments, checked all work and made recommendations to clients and my employer, paid workers, sales.

#### **Project manager**

**Griffin web design** - Griffin, GA

April 2008 to August 2010

##### Responsibilities

I was responsible for all client correspondance, social media marketing (facebook, twitter, google+.) making sure all aspects of each web design were completed, followed up with clients in order to get all content and design elements approved, general office duties, maintained and updated client list, customer service and sales.

#### **Financial Administrator**

**Troncalli Motors** - Decatur, GA

September 2001 to January 2006

##### Responsibilities

I was responsible for sending out contracts to respective lienholders in order for us to get funded, retail delivery reports, balance funding schedules, ordering office supplies for all 4 stores, copying customer's info to send in contract packages, filed customer files, canceled GAP insurance and extended warranties but would also try to prevent cancellations to reduce the loss of funds. All general accounting office duties, assisted finance managers and sales managers.

#### Skills Used

Multitasking, excellent customer service skills, organizing



## EDUCATION

#### **Biology**

**Clayton state** - Morrow, GA

2005 to 2006

#### **Ged in Biology**

**Forest park high** - Forest Park, GA

1996 to 1999



## SKILLS

**Data Entry, Microsoft Excel, Outlook, Payroll, Receptionist, Word, Billing, Administrative Assistant, Microsoft Office**



## LINKS

<http://Jessicaraescott.com>

<http://jessicaslife81.blogspot.com>